

Timing Your Climbing: Calendars and Checklists for AAA SCSEP Staff



Vision, Mission and Core Values

Vision

Stronger Families for a Stronger Georgia.

Mission

Strengthen Georgia by providing Individuals and Families access to services that promote self-sufficiency, independence, and protect Georgia's vulnerable children and adults.

Core Values

- Provide access to resources that offer support and empower Georgians and their families.
- Deliver services professionally and treat all clients with dignity and respect. Manage business operations effectively and efficiently by aligning resources across the agency.
- Promote accountability, transparency and quality in all services we deliver and programs we administer.
- Develop our employees at all levels of the agency.

Annual Tasks

- State Plan updates (send suggested changes to State Coordinator)
- Review Equitable Distribution (ED)
- Prepare preliminary budgets
- Complete RFP (format under review for revisions)
- Monitor sub-projects
- Participant and Employer surveys

Quarterly Tasks

- Update records for previous quarter before final QPR is locked
- Check quarterly budget projections in AIMS
- Complete quarterly narrative reports
- Re-set SPARQ password

Monthly Tasks

- Check QPR's and DQR's (notify State Coordinator of Reject errors)
- Track monthly expenditures in AIMS (roughly 1/12 of your annual budget spent each month)
- Update participants' addresses (no lowercase letters, please)
- Check Waiver of Durational Limit (WDL) reports for durational limit dates (DLD's)

Clearing the Trail

- What needs to be clarified?
- What additional tools are needed to help AAA's stay on schedule through the SCSEP program year?
- What "rocks" on your climbing trail need to be removed or re-shaped?